

City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Accounting Specialist II
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General Statement of Duties

Performs the full range of administrative support, technical accounts processing, and financial recording duties; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform the full range of administrative support, technical accounts processing, and financial recording duties. The work is performed under the supervision and direction of higher level staff as assigned, but significant leeway is granted for the exercise of independent judgment and initiative. ***The Accounting Specialist II is distinguished from the class of Accounting Specialist I by the performance of more complex accounting processes which requires more technical knowledge and experience to perform the work. Positions in this class are flexibly staffed, and for continued employment and promotion to the II level, a I level incumbent must successfully complete a one-year probationary period, obtaining and demonstrating the required knowledge, skills, abilities, and experience, and meeting pre-identified criteria for promotion to the higher class.*** The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (Illustrative Only)

- Issues business licenses and processes renewals, including batching receipts for incoming renewals, assessing penalties and late fees, and recording new license numbers;
- Processes information related to business licensing into data system, including determining business type and entering receipt of payments;
- Maintains filing system for business license forms, including numerically filing new applicants, renewals, and licenses as issued and providing and/or routing forms and reports to various entities;
- Processes accounts payable in accordance with departmental policies and procedures, including auditing and distributing invoices from vendors and service providers, ensuring approval for payment on requisitions, reconciling monthly statements, coordinating purchase orders, invoices, and payments with vendors, addressing problematic accounts, maintaining computerized fiscal/statistical information/spreadsheets, updating year-end vendor reports, handling

- confidential purchases, preparing checks, managing petty cash account, and auditing City credit cards;
- Maintains the daily financial records on utility accounts, including receiving utility payments, performing data entry, maintaining receipt records according to prescribed guidelines, printing and auditing reports, entering field data, preparing and balancing invoices, and preparing work orders;
 - Balances, records, and deposits collected departmental revenues;
 - Addresses patrons' questions and/or concerns in person or via telephone regarding utility billing and other related matters, including providing account information as requested;
 - Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
 - Performs account maintenance functions as needed, including configuring adjustments due to leaks, incorrect water consumption or incorrect usage dates;
 - Processes collections information on delinquent accounts, including notifying customers, preparing final notices, and figuring closing bills;
 - Performs purchasing functions in accordance with departmental policies and procedures, including preparing and processing requisitions, change orders, and purchase orders, verifying account numbers, preparing documentation for fixed asset management system, administering the competitive bidding process, maintaining supply inventory and purchasing data bank, purchasing items, and monitoring accounts;
 - Maintains and updates records for Department of Motor Vehicles, including tracking information on City vehicles and equipment, maintaining current registration on Police Department undercover vehicles, registering special equipment and used vehicles, and staying current on registration regulations;
 - Manages travel requisitions for the City, including maintaining complete and accurate records of requests and reconciliations, auditing travel request funds, reconciling expense accounts, and confirming arrangements;
 - Performs technical administrative support duties, including providing back up to cash counter, utility billing, data entry, and switchboard, filing, balancing cash trays, preparing deposits, maintaining supply inventory, and processing, sorting and distributing mail;
 - Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
 - Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
 - Responds to questions and comments from the public in a courteous and timely manner;
 - Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
 - Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities
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- Substantial knowledge of clerical accounting, bookkeeping principles and procedures, financial record keeping and reporting, and purchasing procedures;
- Substantial knowledge of DMV regulations;
- Substantial knowledge of financial office procedures and practices;

- Substantial knowledge of a budgeting process;
- Substantial knowledge of business arithmetic;
- Ability to operate a ten key machine;
- Ability to type at a speed to complete work in a timely manner;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- High School Diploma or equivalent;
- At least one year of experience as an Accounting Specialist I.

Required Special Qualifications

- May require a valid Class C California State Driver's license.
- Certification(s) specific to functional areas of assignment may be required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment.